

## Instructions for Filling Out the Initial Lead Business User Access Request Form

The proper form should be completed, signed, and returned to us by one of the following methods:

Mail                      San Bernardino County Fire Department  
                                 Hazardous Materials Division  
                                 620 South E Street  
                                 San Bernardino, CA 92415-0153

Fax                        (909) 386-8460

Scan & email        [Efile@sbcfire.org](mailto:Efile@sbcfire.org)

Fill out the form completely, ensuring in particular that the email address for the initial lead business user is legible. The form must be signed by the owner/operator or some other legally designated representative. We recommend that the initial lead business user be an employee of the business rather than a consultant. Be aware that any lead user has full access to view, edit, and submit information on behalf of your facility. Lead users also have the ability and responsibility to grant access and assign permission levels to all other users for that business in CERS. For more information refer to Responsibilities of Lead Users, available on our website at <http://www.sbcfire.org/hazmat/efile.aspx>.

If you own/operate a single facility, use the Initial Lead Business User Access Request to Facility Records in CERS – Single Facility form. If you own/operate multiple facilities, you will need to decide whether you want the facilities grouped together under a single business/organization in CERS. Read the section below on grouping facilities to help you make your decision. You should then complete and submit the Initial Lead Business User Access Request to Facility Records in CERS – Multiple Facilities form. Be sure to indicate on the form whether you prefer for the facilities to be grouped together by either filling out the Business/organization name and location fields or by checking the box indicating you do NOT want the facilities on the form to be grouped.

### Grouping multiple facilities under a single business/organization

Each facility record that is entered into CERS is assigned to a business/organization. Unless facilities were grouped before they were entered in to CERS, each facility is automatically associated with a separate business/organization with the same name as the facility. This is fine if only one facility is involved, and no further action is needed. But multiple facilities that have the same owner/operator and that will have the same users managing the facility records in CERS can be grouped together into a single “umbrella” business/organization.

The advantage is that any actions concerning access (such as adding new users or removing the name of someone who has left the company) can be done once for the entire group at one time. Otherwise these actions would have to be taken separately for each individual facility. Another advantage is that only the facilities in a single business/organization can be viewed at one time from the home page in CERS. If each facility is in its own separate business/organization, then the user must click on My Business and then Select Business each time they want to work with another facility. However, one thing to keep in mind is that since all facilities in a business/organization are managed as a group, any permissions to view, edit, submit, etc., will be the same for every facility in the group. For example, if John Smith is given a permission level that allows him to edit information and make submissions for Company X, and Company Y is grouped in the same business/organization, then he can also edit information and submit for Company Y.

When you fill out the Initial Lead Business User Access Request – Multiple Facilities form, please be sure to indicate your preference as to whether you want the facilities listed on the form grouped together or not. If you don't indicate a preference, they will be left as individual facilities. If you do want them grouped together, be sure to provide the desired name and headquarters location (city and state only; street address not necessary) for the business/organization. It doesn't have to be a legal, corporate name, but can be any name that refers to the facilities as a group (e.g., if John's Garage East and John's Garage West have the same owner/operator, the name that is chosen for the business/organization might be John's Garages, with the location being the city and state of the owner's home).